



Administrative Policies and Procedures: 18.26

Subject:	Quarterly Reports for Youth Development Centers and DCS Group Homes
Authority:	TCA 37-5-105; 37-5-106; 37-5-112
Standards:	ACA: 3JTS-1A-24; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center Superintendents and DCS Group Home Directors

Policy Statement:

All Youth Development Center Superintendents and DCS Group Home Directors shall prepare a quarterly report of programs, services, and progress toward meeting stated goals and objectives.

Purpose:

Quarterly reports from each facility will enable the Division of Juvenile Justice to be informed about programs, activities and problems within each facility.

Procedures:

A. Contents of quarterly reports	<p>The Youth Development Center Superintendents and DCS Group Home Directors will prepare a quarterly report to include, but not be limited to, the following topics:</p> <ol style="list-style-type: none">1. Major events;2. Budget status;3. Morale of staff, children, families;4. Unusually difficult problems with plans for resolution;5. Comparison of stated goals and objectives with the actual attainment of them;6. Other information deemed important; and7. Population data
B. Time frames	<ol style="list-style-type: none">1. The Superintendents and DCS Group Home Directors shall forward the quarterly report to the Juvenile Justice Deputy Commissioner and Executive Director for Administration and Compliance by the 5th working day of the month following the end of March, June, September, and December of each year.2. The Deputy Commissioner for Juvenile Justice or designee shall review quarterly reports with the Commissioner and other staff as applicable.

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Forms:	None
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Collateral documents:	<i>None</i>
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